

# **STATE OF ALABAMA**

## **Information Technology Policy**

### **Policy 100-00\_Rev A: Information Technology Policies**

Information technology (IT) policies enhance the overall management and strategic value of State of Alabama IT resources. Policies provide a framework for agencies throughout state government to recognize the maximum potential of all IT resources.

#### **OBJECTIVE:**

The objective of this policy is to define the IT policy document as a vehicle for recording and communicating IT-related responsibilities to all departments, boards, agencies, and commissions (hereafter referred to as agencies) under the authority cited below.

#### **SCOPE:**

This policy applies to all state agencies, boards and commissions with the exception of the Department of Education and the Alabama State Legislature.

#### **RESPONSIBILITIES:**

##### **Information Services Division (ISD)**

1. Identify and document the need for specific IT policies
2. Prepare and adopt IT policies and supporting documentation as needed
3. Provide procedures for the review and feedback of policies by the IT community
4. Monitor the implementation and compliance of adopted IT policies

##### **Agency Management, Information Technology Organization**

1. Review and comment on recommended IT policies
2. Adhere to approved IT policies
3. Identify and document the need for specific IT policies
4. Monitor the compliance of adopted IT policies

##### **Individual Information Technology User**

1. Adhere to all adopted IT policies

#### **ENFORCEMENT:**

##### **Authority:**

*State of Alabama Code, Acts 1973, No. 1299, Section 41-4-220 through 41-4-224*

*State of Alabama Code, Acts 1990, No. 90-553, Section 41-4-280 through 41-4-293*

#### **EXCEPTIONS:**

Agencies requiring exceptions to policies must submit requests in writing to the Chief Information Officer. Where appropriate, conditions warranting exceptions will be specified within individual policies.

*Signed by Jim Burns, Chief Information Officer*

**DOCUMENT HISTORY:**

Version	Release Date	Comments
Original	12/05/2005	
Rev A	01/07/2009	Added ISD responsibility to create policies and supporting documents. Moved policy submission, review, and approval processes into a procedure (100-00P1).